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SUS

10 September 1971

MEMORANDUM FOR: Director of Training
SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

The four-day part of the FF&L course which covers Foreign Travel, Per Diem Computation, Personnel, and Security topics began on Tuesday, 7 September, with 11 students on board. Two of the original 13 students were signed up for the Logistics portion only.

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In the past, Messrs. [] have divided this part of the course between them. However, starting with this class, Mr. [] will take on these four days in addition to his Class B finance instruction.

2. Experimental Group III

The Civil Service Commission has notified us that because of their limited staff and oversubscription in some courses in their "upward mobility" program they cannot enroll students from our Experimental Group in certain classes until after the first of the year. Inasmuch as the Agency's schedule of training for these students is aimed at a completion date of 31 December so that students can be assigned to jobs in January, the prospect of utilizing the Civil Service Commission's courses is not too encouraging at this time. Representatives from the Office of Personnel, however, are planning to talk with the Commission to see if there is any possibility at all of working the Agency's students into earlier classes.

3. Administrative Procedures

The #1-72 Administrative Procedures course was presented 30 August - 3 September 1971. The 13 students were most responsive to the use of the SRU's (Student Responder Units). Two of the students who have been teachers in the public school system prior to coming on board with the Agency expressed delight in the idea and practicality of the SRU as a teaching tool.

4. Reading Improvement

The 29th Reading Improvement course, given under contract by the Graduate School of the Department of Agriculture, started on 7 September in the Chamber of Commerce Building with 16 employees enrolled. The class will meet for two hours every Tuesday and Thursday morning through 7 October.

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A special session of this course will be conducted in [redacted] for 23 NPIC employees on Wednesday and Friday afternoons from 8 September through 8 October.

5. Basic Writing Workshop

The first of two Basic Writing Workshops classes, also given by the USDA Graduate School, began on 7 September and will run through 30 September. The 14 Agency employees enrolled will attend class for three hours every Tuesday and Thursday morning.

The second of these classes will run from 14 September through 7 October. The 15 Agency employees enrolled in this class will meet on Tuesday and Thursday afternoons.

6. Industrial Writing Workshop

A new writing workshop concentrating on technical, or industrial, writing has been started for 50 NPIC employees. The course is to run from 7 September through 2 November.

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The [redacted] will conduct this course in [redacted] over a period of eight weeks, with Photographic Interpreters attending a 2 1/2 hour session every Tuesday morning and NPIC administrative personnel attending an equivalent session Tuesday afternoons.

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B. MANAGEMENT TRAINING

1. Midcareer Course

Grid materials were sent out this week to 32 Midcareer students.
25X1A9a Two students have previously taken the Grid. Mr. [] and the Midcareer Course are now officially relocated in [] 25X1A

2. Advanced Management (Planning)

Registration for the 3 - 8 October 1971 Advanced Management (Planning) course closes on 10 September. As of this date, there are nine students registered for the course. Unless there is a last minute surge in registrants, a request for cancellation will be forwarded during the week of 13 September 1971.

3. DELPHI

a. Information obtained from the recently completed three-round OTR exercise is being processed and assembled in final form for use in preparing a report and briefing the 16 respondents.

b. Plans are nearly complete for an illustrative-type DELPHI to be presented in the new Senior Seminar. The initial presentation will be given on 21 September.

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c. Four rounds have been completed in the [] exercise under way in the Clandestine Service. A fifth round has been scheduled.

d. On 14 September a fifth DELPHI exercise will begin at the DIS Information Science Center.

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[]
Chief, Support School, TR

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